HOW TO REGISTER A MARRIAGE OR DOMESTIC PARTNERSHIP

IDB RETIREE SELF-SERVICES
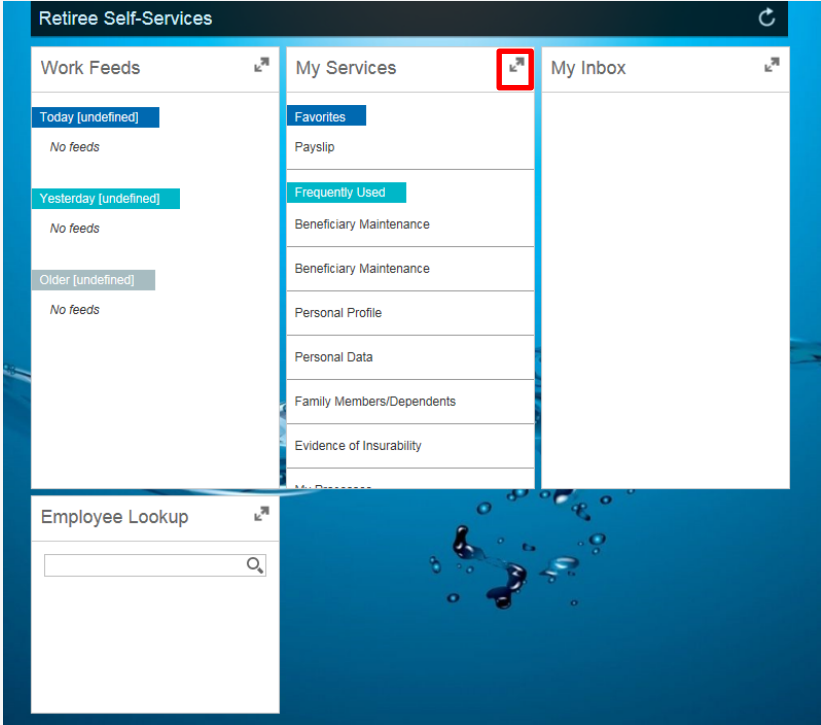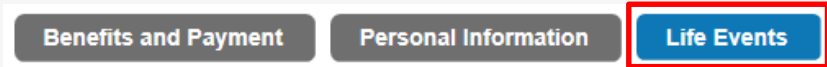
Objective

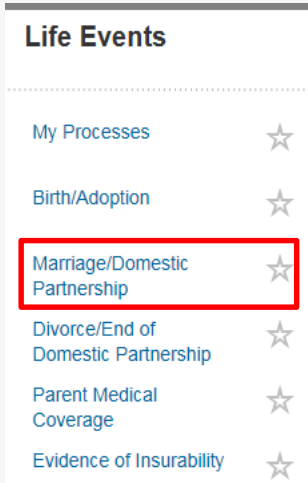✓ Register the marriage/domestic partnership of the retiree through the Retiree Self-Services.

Note

✓ *Perform this activity just if you have decided to include this beneficiary on the health insurance coverage.*
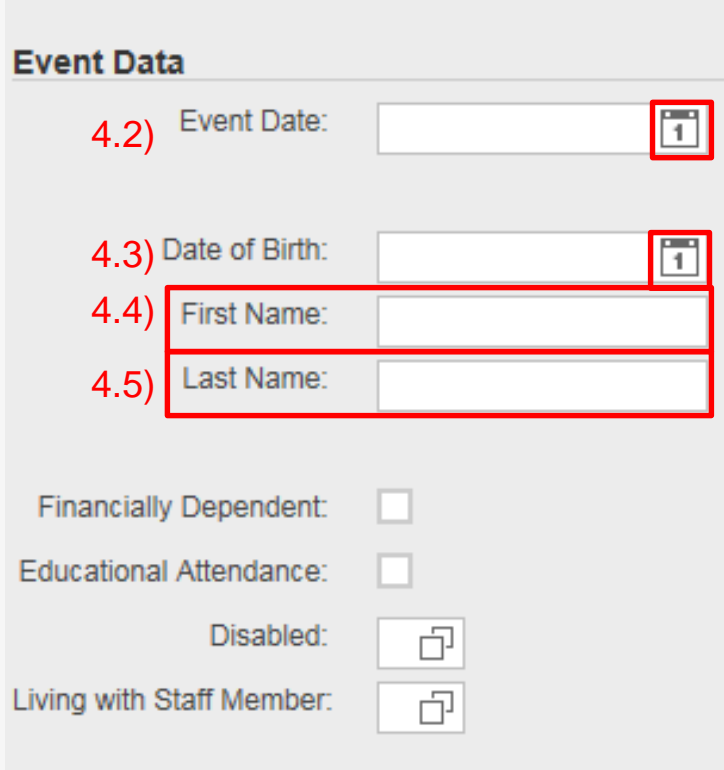
REGISTER A MARRIAGE/DOMESTIC PARTNERSHIP

Instruction	View
1) Go to "**My Services**" and click ⤢ .	
2) Click **Life Events** .	
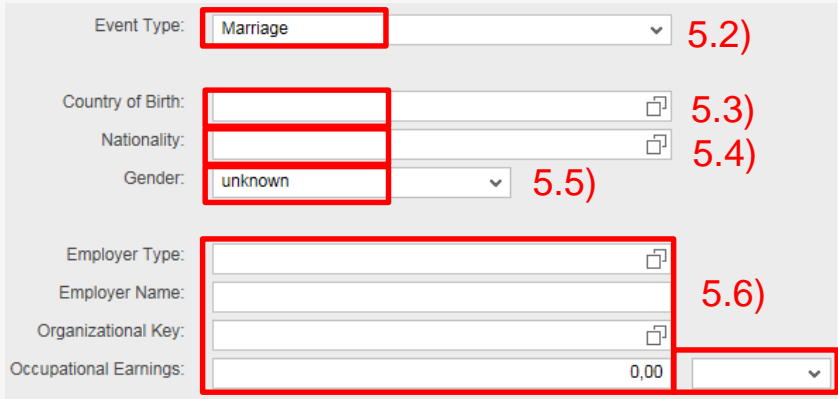
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Instruction	View
3) Go to **"Life Events"** and click **"Marriage/Domestic Partnership"**. *(You can also click on the star ⭐ to add "Marriage/Domestic Partnership" to your Favorites, which can be found on the first page of your Retiree Self-Service right below "My Services").*	
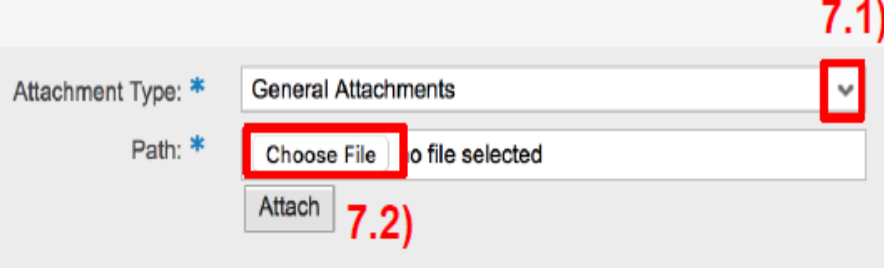
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Instruction	View
4.1) Go to "**Event Data**". **4.2)** Click on the calendar 📅 on the field "**Event Date**" and select the date that you wish for the medical insurance coverage to enter into effect. This date can be equal to the marriage or desired future date. **4.3)** Click on the calendar 📅 on the field "**Date of Birth**" and select the date of birth of your spouse/partner. **4.4)** Click "**First Name**" and type the first name of your spouse/partner. **4.5)** Click "**Last Name**" and type the last name of your spouse/partner. *It is **not** mandatory to specify the status "Financially Dependent", "Educational Attendance", "Disabled" or "Living with Staff Member". The information will not affect their benefits.*	
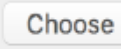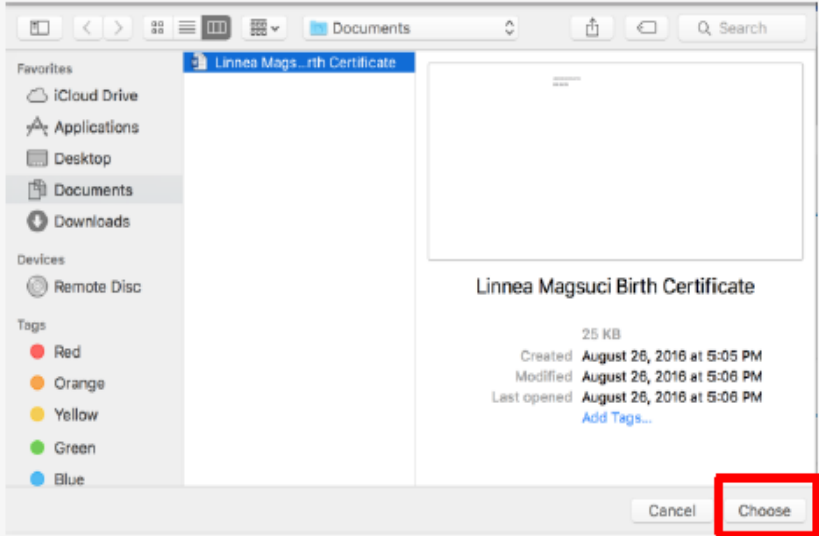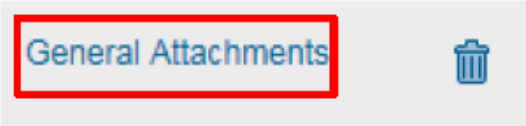
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Instruction	View
5.1) Go to "**Event Data**". **5.2)** Display the menu found on "**Event Type**" and select either "Marriage" or "Domestic Partnership". **5.3)** Click ⊡ on the field "**Country of Birth**" and select the country of birth of your spouse/partner. **5.4)** Click ⊡ on the field "**Nationality**" and select the nationality of your spouse/partner. **5.5)** Display the menu of "**Gender**" and select the gender of your spouse/partner. **5.6)** If it applies, enter the employer information of your spouse/partner in the fields "Employer Type", "Employer Name", "Organizational Key" and "Occupational Earnings".	

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Instruction	View
6) Go to **Attachments** and click on the arrow on the left side to display the **Attachments** menu.	▶ Attachments (0)
7.1) Go to "**Attachment Type**" and click ▼ to select the type of supporting documents you wish to upload. **7.2)** Click on "**Choose File**" to select the document you wish to attach. *You are able to select any of the following documents (JPEG, PDF, Word, PowerPoint…).*	**7.1)** Attachment Type: * General Attachments ▼ Path: * Choose File no file selected Attach **7.2)**

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Instruction	View
8) Once you select the document, click [Choose]	
9) You are able to view the uploaded file, by clicking "**General Attachments**". If you want to eliminate the attachment, click 🗑	

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Instruction	View
10.1) Once you have completed the fields and uploaded the document, click [Check] (this button allows us to verify if the required data has been completed before sending). **10.2)** Click [Send] to send the changes to be approved. *The button [Save Draft] saves all your changes but does not send them to be approved.*	10.1) 10.2) [Check] [Send] [Save Draft]
11) To return to the main menu, close the window by clicking [✖] .	Marriage/Domestic Partnership for Employee: [Check] [Send] [Save Draft]

- **Recommended browsers:**
Internet Explorer 11.0 and Google Chrome
for PC Windows
Safari for Mac/Apple

More user guides and video tutorials at:

https://www.iadb.org/en/retirees/how-to-use-the-retirees-self-services%2C20484.html

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